

**Summary Report for Individual Task
805B-79T-5108
Employ an RRNCO Apprenticeship Program
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: You have a recent graduate if the ARNG Recruiting & Retention Basic School Course assigned to your team and need to ensure the RRNCO is on track to utilize the skills learned at the school house to become a successful RRNCO. You have access to the ARNG Apprenticeship Program Job Aid, available automation resources, and your State SOP. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Employ an RRNCO Apprenticeship Program by explaining the Apprenticeship Program, conducting assessments of RRNCO progress, completing counseling statements, and conducting necessary refresher training.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

<div>DANGER</div> <div>None</div>

<div>WARNING</div> <div>None</div>

<div>CAUTION</div> <div>None</div>

Remarks: None

Notes: None

Performance Steps

1. Explain the Apprenticeship Program:
 - a. Purpose.
 - b. Timeline.
 - c. Responsibilities.
 - d. Removal from the Program.
2. Conduct Counseling Statement within 30 days of being assigned:
 - a. Discuss performance issues relating to:
 - (1) Professional/Personal concerns (Soldier welfare).
 - (2) Mission objectives.
 - b. Production activities:
 - (1) Prospecting.
 - (2) Interviews.
 - (3) MEPS processing.
 - (4) School programs.
 - (5) Waivers.
 - (6) Projections.
 - c. Strength Maintenance responsibilities in assigned units.
 - d. Ensure Soldier availability (in person or remotely).
3. Conduct Assessments of RRNCO progress:
 - a. Perform observation on production activities:
 - (1) Prospecting.
 - (2) Interviews.
 - (3) MEPS processing.
 - (4) School programs.
 - (5) Waivers.

b. Review Time Management Work Plan:

(1) Reviewing work calendar.

(2) Back Brief of RRNCO daily activities.

c. Analyze data from web based applications:

(1) Review Leader Zone.

(2) Review RZ.

d. Ensure Soldier availability (in person or remotely).

4. Conduct training as necessary based on strengths and weaknesses:

a. Prospecting.

b. Processing.

c. Lead Refinement.

d. Time Management.

e. Scheduling/Conducting Interviews.

f. Automated Systems Usage.

g. Unit Retention Efforts.

h. Operational resource management.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by two methods:

a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.

b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Explained the Apprenticeship Program.			
2. Conducted Counseling Statements.			
3. Conducted Assessment of RRNCO Performance.			
4. Conducted Refresher Training.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	FM 6-22	SUPERSEDED BY ADRP 6-22, 1 AUGUST 2012 (ALL EXCEPT APPENDIX B) AND SUPERSEDED BY ATP 6-22.1, 1 JULY 2014 (APPENDIX B, EXCEPT PARAGRAPH B-2)	Yes	No
	NG PAM 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No
	NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No
	RECRUITER ZONE 2.00	Recruiter Zone 2.00 Users Manual	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
79T-ARNG Recruiting and Retention-SL5	Enlisted	MOS: 79T, Skill Level: SL5, ASI: V7, Duty Pos: REA, SQI: 4